

SUPERVISING ATTORNEY

DEFINITION

Under general direction of the Director of Staff Counsel Services supervises court wide programs providing assistance to self-represented persons; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This one position classification is responsible for the administration and operation of court-wide self-help assistance programs. The incumbent is responsible for the direct supervision of professional and paraprofessional staff. This class is distinguished from the class of Supervising Judicial Staff Counsel in that the latter plans, coordinates, and assigns the professional work of judicial staff counsel that directly impacts civil law and motion, probate and appellate matters.

ESSENTIAL FUNCTIONS

1. Selects, supervises, trains and evaluates court staff directly or through subordinate supervisors.
2. Plans, manages, reviews and evaluates court programs providing assistance to self-represented persons.
3. Recommends, facilitates and consults on the implementation of procedural changes to maximize the court's assistance to self-represented persons.
4. Participates in the development of grant applications.
5. Works with court and community committees to improve the court's self-help assistance programs.
6. Reviews, analyzes and implements legislation, statutory mandates, rules of court, and applicable regulations relating to the provision of assistance to self-represented persons.
7. Prepares a variety of correspondence, periodic and special reports, narrative and statistical reports, informational publications, program documentation, policies, procedures and other written materials; may access varied databases or use information from various sources to prepare such materials.

8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Juris Doctor (J.D.) degree, active membership in good standing in the State Bar of California, and three years of post-bar membership as a legal services program coordinator, supervising attorney or senior staff attorney in a law related setting. Experience providing legal services to underserved communities is highly desirable.

Knowledge of

Principles and practices of supervision; California judicial system and local court operations and procedures; case types and legal problems amenable to self-help assistance; legal process and related forms; problem-solving and conflict resolution methods and techniques; principles and techniques of preparing effective oral presentations and written reports; principles of interviewing and interpersonal communication.

Ability to

Supervise, train, and review the work of others; make sound and objective decisions; evaluate program procedures and effectiveness; analyze problems and legal issues and identify solutions; apply legal principles to case facts and make decisions; maintain confidentiality and exercise discretion and sound judgment; operate office equipment and personal computers and use specified computer applications, including word processing software; organize work, set priorities and meet established guidelines; work as part of a team and collaboratively with judges, trial court staff and external agencies; communicate effectively orally and in writing.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. --/06

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